



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Analyst Trainee [Classified Non-Competitive]			Salary P95 \$45,521.43 - \$47,579.48
Posting Number 235-22	Position Number 916827	Number of Positions 1	Posting Period * From: 03/10/2022 To: 03/24/2022
Location: 55 North Willow Street, Trenton, NJ 08618 Division of Management and Administration Auditing Program			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of a supervisor the Analyst Trainee will learn to conduct the Field Audit of Special Confidential, Petty Cash and Off-Line Funds at State Psychiatric Hospitals for the Department in accordance with Circular Letters 18-08-OMB, 18-07-OMB and 10-19-OMB.</p> <p>The Analyst Trainee will learn to utilize the NJ System for Administering Grants Electronically (SAGE), NJ Grantee Single Audit Tracking System (GSA), and the Department Grant Auditing Tracking System (GAT) and to perform Desk Audit on grant sub-recipient annual audit reports in accordance with Federal Uniform Guidance and Circular NJ OMB 15-08.</p> <p>The Analyst Trainee will learn to provide supervision, training, and assistance to audit unit staff, technical audit advice to grant recipients and Department staff. The position may be a liaison to outside auditors such as for the NJ Single Audit, and will learn to assist Management with other major goals of the Audit Program.</p> <p>Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 1; Examiner 1, Credentials; Property Management Services Specialist 1, Research Analyst 1, Report Examiner, Procurement Specialist 3 or Administrative Analyst 1, Information Systems.</p> <p>The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none">• Forward the required documents electronically to: PSTMA@doh.nj.gov• Mail the required documents to: Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #235-22 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p>Required documents:</p> <ul style="list-style-type: none">• cover letter• resume• completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*